

Community Garden Application Form FPR001



This Application Form is intended to help the City of Owen Sound gather information from individuals and groups within the community who wish to submit a request for a Community Garden for the consideration of the Community Services Division. This will help us connect you with the appropriate staff and resources to help you during the processing of your application. Please fill out the form as completely as possible.

A. APPLICANT INFORMATION (COMMUNITY GARDEN EXECUTIVE)	
Group/Organization:	Contact Name:
Point of Contact Address:	Postal Code:
Telephone Number:	Email:
Website Address (if applicable):	Alternate Contact (Name and Phone Number):
Type of Organization: Incorporated not-for-profit Registered Charity Club Institution Other:	
B. COMMUNITY GARDEN INFORMATION	
1. Name of Community Garden:	
2. Pre-approved Park where Community Garden is to be located (please note only one (1) Community Garden is permitted per Pre-Approved Park):	
3. Description of Community Garden Collective (describe your organization, including the number of members in your collective):	

4. Project Description (what are the main goals and objectives of your Community Garden project):

5. a) Community Garden Type(s) and Features (select all that apply)

food garden	pollinator garden	ornamental gardens	Indigenous garden
orchard	communal garden area	compost receptacle	tool shed and storage area
at grade garden beds	children's garden	water source/ water storage containers	bicycle parking
raised garden beds	border fence	art space/ sculptures	community bulletin board
seating/ rest areas	wheelchair accessible garden	work bench(es) / potting table(s)	Arbour/ trellis

5. b) Please note any other features to be included in the Community Garden that are not included above:

6. Description of Plan for Community Involvement (how will public interaction be encouraged):	
7. Accessibility (If applicable, please describe what accommodations you are providing to persons with disabilities):	
Application Checklist	
Choose a Community Garden site from the list of City Parks Pre-approved for Community Gardens.	<input type="checkbox"/>
Create a project timeline.	<input type="checkbox"/>
Provide a dimensioned Site Plan showing the location and area of the Community Garden and setbacks from the park property boundaries (see the attached sample site plans).	<input type="checkbox"/>
Provide a Site Plan showing the proposed layout and features of the Community Garden (see the attached sample site plans).	<input type="checkbox"/>
Provide Construction Plan including details of proposed materials.	<input type="checkbox"/>
Provide a Maintenance Plan.	<input type="checkbox"/>
Provide a Cost Estimate and Financial Plan.	<input type="checkbox"/>
Provide a Plan for water use, including water storage or access to water	<input type="checkbox"/>
Provide a terms of reference for the Community Garden Collective that identifies the goals of the group and how the group will organize itself and manage its affairs (the terms of reference should reflect the Community Garden Principles listed in Appendix 'A' of the Community Gardens Policy).	<input type="checkbox"/>

Provide proof of insurance naming the City as an additional insured	<input type="checkbox"/>
Site Plan Checklist:	
Be sure to label all the following items on the required Site Plans. Please refer to the example Site Plans attached as a visual reference.	
Applicant Information (must be included on all Site Plans):	
Applicant's name, address, phone number, and email address	<input type="checkbox"/>
Dimensioned Site Plan:	
showing the location and area of the Community Garden and setbacks from the park property boundaries.	
Name and address of the City Park Pre-Approved for Community Gardens where the Community Garden is proposed to be located	<input type="checkbox"/>
The boundaries and dimensions of the park, including frontage, depth and area	<input type="checkbox"/>
Where required, mark the location of the garden's planting strip and or privacy fence (planting strips/ privacy fences are required subject to sec.14 of the Community Gardens Policy)	<input type="checkbox"/>
Community Garden setbacks from the park property boundaries. Please note the required minimum setbacks are provided in sec.13 of the Community Gardens Policy	<input type="checkbox"/>
Abutting street names	<input type="checkbox"/>
Surrounding land uses abutting park (e.g., residential, commercial, or institutional)	<input type="checkbox"/>
The location and type of existing features on site (e.g., trees, parking lot, washrooms, playground equipment, pathways). Indicate the distance of existing features to the garden	<input type="checkbox"/>
North arrow, scale, and units of measurement	<input type="checkbox"/>
Site Plan - Community Garden Design:	
showing the proposed layout and features of the Community Garden. When designing the garden and selecting plant material be sure to consider existing site conditions such as wind, slope, trees, sun exposure, and drainage.	
Mark the locations of the garden's required features: corner posts and signage	<input type="checkbox"/>
Mark the locations of the garden's optional features e.g., garden beds, border fences, potting tables, tool sheds, rest areas etc.	<input type="checkbox"/>
Note circulation details such as primary, secondary, and or accessible pathways, entrances, etc.	<input type="checkbox"/>

Define the proposed boundary of the garden.



Please do not hesitate to reach out if you have questions.

Return Application to:

City of Owen Sound

Community Services

808 2nd Avenue East

Owen Sound, ON N4K 2H4

Tel: 519-376-4440 ext. 1250; Fax: 519-376-6028



E-mail: osplanning@owensound.ca



COMMUNITY GARDEN NAME:
**The Owen Sound
 Community
 Garden at
 Maitland Park**

NOTES

LEGEND

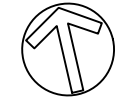
-  CONIFEROUS TREE
-  DECIDUOUS TREE

Location
MAITLAND PARK
 412 27th STREET WEST
 PARK AREA = 6,100m²

NAME: _____
 PHONE: _____
 e-MAIL: _____
 ADDRESS: _____

APPLICANT INFORMATION

Title
**COMMUNITY GARDEN
 SITE PLAN: DIMENSIONED**



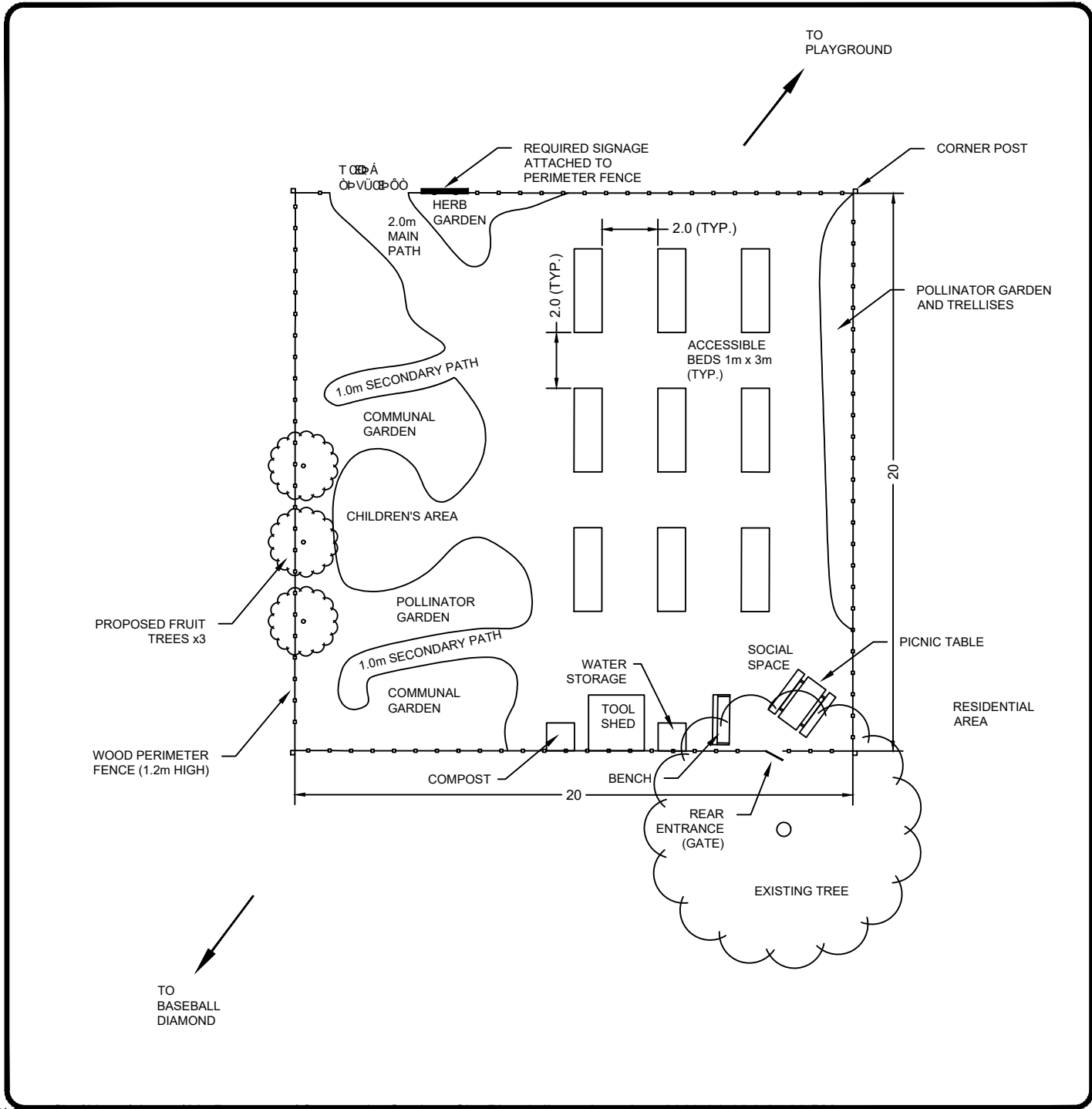
UNITS: METRES
 SCALE: N.T.S.
 DATE: APRIL 2023



COMMUNITY SERVICES DEPARTMENT
 PLANNING & HERITAGE DIVISION
 OWEN SOUND ONTARIO

Drawing No.



CG-1



COMMUNITY GARDEN NAME:
**The Owen Sound
 Community
 Garden at
 Maitland Park**

NOTES

LEGEND

-  CONIFEROUS TREE
-  DECIDUOUS TREE

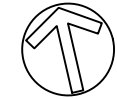
Location

MAITLAND PARK
 412 27th STREET WEST
 PARK AREA = 6,100m²

NAME: _____
 PHONE: _____
 e-MAIL: _____
 ADDRESS: _____

APPLICANT INFORMATION

Title
COMMUNITY GARDEN
SITE PLAN: DESIGN



UNITS: METRES
 SCALE: N.T.S.
 DATE: APRIL 2023



COMMUNITY SERVICES DEPARTMENT
 PLANNING & HERITAGE DIVISION
 OWEN SOUND ONTARIO

Drawing No.

CG-2